



## PLANNING COMMISSION MEETING MINUTES

Monday June 21, 2021 at 7:00pm | Borough Council Chambers

**Members Present:** Charles Strauss, Sarah Kipp, Martin Jolin, Dominic Picarelli, and John Rice.

**Staff Members:** Carly Marshall, Planning Director, Adam Boyer, Planning Commission Solicitor, Chad Clabaugh, Borough Engineer

**Members of the Public:** Dominic Picarelli; KPI, David Rawlings; Gettysburg Strength and Conditioning LLC

**Convene Meeting:** Planning Commission Chair Charles Strauss called to order the Monday June 21, 2021 meeting of the Gettysburg Borough Planning Commission at 7:00.

**Review and Approve Agenda:** Ms. Skipp made a motion to accept the Planning Commission agenda as revised to address Old Business before New Business. Mr. Picarelli provided a second, and the motion carried unanimously.

**Review and Approve Minutes:** Mr. Picarelli made a motion to accept the May 17, 2021 meeting minutes as presented. Mr. Rice provided a second and the motion carried unanimously.

**Public Comment:** None.

**Gettysburg Strength & Conditioning LLC:** Prior to discussion on the plan, Mr. Picarelli recused himself from the Planning Commission discussion and deliberation to represent the applicant and present the subdivision plan. Mr. Picarelli explained that the plan involved subdividing an existing duplex at 415/417 W. Middle Street along a party wall.

Ms. Marshall commented that the plan should be corrected to reflect the correct build-to line of 10', and the Streetscape Enhancement Overlay District should be added to the site data table. She noted that a waiver request dated 6/21/2021 needs to be added to the plan for SALDO Section 22-1009.1.B. GMA's comments were received by email and stated that Deed paperwork for a common sewer lateral or a new connection should be required for this plan.

After reviewing the Engineer's comments, there was significant discussion regarding the requirements and for a waiver for Section 22-1009.1.B of the SALDO requiring each individually owned or occupied parcel to have its own sewer and water connection. Past precedence for the requirement of a video inspection on numerous similar subdivision plans was discussed.

Mr. Picarelli requested a conditional waiver upon the satisfaction of a video inspection by a plumber of the sewer lateral and a report from a licensed plumber that the pipe is in good condition.

Ms. Kipp made a motion to deny the request for a conditional waiver from Section 22-1009.1.B of the Gettysburg Borough Subdivision and Land Development Ordinance. Mr. Jolin provided a second, and the motion carried 3-1 with Mr. Picarelli abstaining.

Mr. Jolin advised the applicant that if an inspection video is produced and it is favorable, the Planning Commission would be amenable to approving the waiver in the future.

Ms. Kipp made a motion to table the Gettysburg Strength & Conditioning LLC Minor Final Subdivision Plan. Mr. Rice provided a second, and the motion carried 4-0 with Mr. Picarelli abstaining.

**Swope Manor Minor Subdivision Plan:** Mr. Picarelli presented the proposed subdivision of 58-60 York Street into one 7509 SF lot and one 3724 SF lot, extinguishing previous tract lines. It was noted that the utilities are already separated on this lot, and research on the sufficiency of the current utilities was done during the street improvement project on N. Stratton Street.

There was some discussion about requiring a new deed for the resulting lots with a single metes-and-bounds description for each lot to fully extinguish previous tract lines, along with a note on the plan that the resulting lots are non-separable without the submission of a subdivision plan. Ms. Marshall also noted that the site data on the plan should include the Streetscape Enhancement Overlay District and the Historic District in the Zoning information, and that the proposed percentage and square footage of lot coverage must be added to the plan. Ms. Marshall presented the County's comments, which recommended the minimum lot width and the required rear yard requirement be corrected on the plan and site data table.

The Borough Engineer presented his comments (attached) and there was some discussion on comment #7 about side and rear yard requirements. Ms. Marshall presented the zoning requirement in Section 27-1529 for one side yard and one rear yard required, with the rear yard setback located next to an alley. It was determined that Comment 7 of the Borough Engineer's comments would not be required for the plan.

Ms. Kipp made the motion to accept and approve the Swope Manor Minor Subdivision Plan, conditional to the satisfaction of the Borough Engineer's comments, the County's comments, and comments made during the meeting.

**Zoning Text Amendment: Standalone Surface Parking Lots:** Ms. Marshall discussed with the Planning Commission the option to amend the Borough's Zoning Ordinance to disallow standalone surface parking lots in the Old Town (OT), Tourist Commercial (TC) Districts, and change to Special Exception in the GC District. The intention would be to help prevent buildings from being demolished in favor of surface parking, eroding the downtown character and the Borough's tax base.

Mr. Picarelli recommended the Borough consider adding other easy cleanup language to the amendment, if possible.

Mr. Picarelli made a motion to draft zoning text amendment language to remove surface parking as a permitted use in the OT and TC Districts, and to change it to a Special Exception in the GC, INC, and HC Districts. Ms. Kipp seconded the motion and it passed 4-0.

**Interactive Zoning Map:** Ms. Marshall informed the Planning Commission that the Borough has been working with the company that currently codifies the Borough Ordinances online. The new map will be interactive and include search features by address, by zoning district, and by use. Ms. Marshall

noted that she recently sent a number of corrections to the mapping company, but expects a final product in the coming months.

**Announcements:** Mr. Strauss announced the next Planning Commission Meeting is July 19, 2021 in Borough Council Chambers.

**Additional Comments from Planning Commissioners:** None.

**Public Comment:** None.

**Adjournment:** Mr. Picarelli made the motion to adjourn at 8:37 p.m., Mr. Rice provided a second, and the motion carried unanimously.

**ATTACHMENTS:**

Swope Manor Subdivision Plan Minor Final Subdivision Plan Review, C.S. Davidson, Inc. 6.18.2021

Final Minor Subdivision Plan The Swope Manor, Adams County Office of Planning & Development 6.10.2021

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June 18, 2021

Borough of Gettysburg  
Attn: Carly Marshall, Director of Planning, Zoning, and Code  
59 East High Street  
Gettysburg, PA 17325

Re: Swope Manor Subdivision Plan  
Minor Final Subdivision Plan Review  
Gettysburg Borough, Adams County, PA  
Engineer's Project No. 2383.3.19.26

Dear Mrs. Marshall:

C.S. Davidson, Inc. (CSD) has received the Minor Final Subdivision Plan for the above-referenced project as prepared by KPI Technology, dated September 1, 2020. As requested, we have reviewed the documents for conformance to standard engineering practice and the Gettysburg Borough Ordinances. We offer the following comments for consideration prior to final approval:

**Subdivision & Land Development Comments:**

1. Section 22-703.A of the Subdivision and Land Development Ordinance (SALDO) requires the Applicant's daytime phone number on the plan.
2. According to §22-703.A.C.5 of the SALDO, the "name, address, signature, and seal of the plan surveyor and plan preparer" must be shown on the plan.
3. The Owner's Statement of Intent needs to be signed and notarized. (§22-703.C.4)
4. It is not possible to make the turning movement into the existing off-street parking lot without crossing over the proposed shared property line. We recommend moving the property line to the eave of the carriage house, or otherwise provide a shared-access easement.
5. The existing tract line to be extinguished should be denoted with lightning strikes. We also recommend increased differentiation between existing and proposed line types.

**Zoning Comments:**

6. An amendment was made to Section 27-604 of the Zoning Ordinance on November 9, 2020. List Item No. 4 in the site data incorrectly labels the minimum requirements for lot width and rear yard. These items need to be updated accordingly and revised on the site plan.
7. The proposed subdivision creates an odd arrangement where the property line along the side yard for Lot 2 is also along the rear yard of Lot 1. We recommend the Zoning Officer determine if this is OK, or if the rear yard on Lot 1 should be changed to a side yard. We suggest that corner lots have two front and two side yards.

**General Comments:**

8. The Applicant needs to provide the actual lot coverage on the plan for each of the proposed Lots. Lot coverage should be provided in percentage and in square feet for use by the Gettysburg Borough Storm Water Authority.

If you have any questions and/or concerns, please contact me at our Gettysburg office or via email at [cmc@csdavidson.com](mailto:cmc@csdavidson.com).

Sincerely,

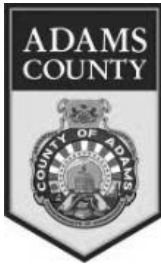
C.S. Davidson, Inc.



Chad M. Clabaugh, P.E.

NBR/cmc/jrs

Copy: Dominic Picarelli, KPI Technology (*sent via email*)



# ADAMS COUNTY OFFICE OF PLANNING AND DEVELOPMENT

670 Old Harrisburg Road, Suite 100 | Gettysburg, PA 17325  
Ph: 717-337-9824 | Fx: 717-334-0786

Sherri Clayton-Williams, AICP, Director

**DATE:** June 10, 2021

**TO:** Gettysburg Borough Planning Commission  
KPI Technology  
Jelcorp Healthcare, Inc.

**FROM:** Jenna Smith  
Comprehensive Planner *Jenna Smith*

**SUBJECT:** Final Minor Subdivision Plan  
The Swope Manor  
Parcel: 16007-0227---000  
SLD #21-048

In accordance with Section 502 of Act 247 of 1968, as amended, “the Pennsylvania Municipalities Planning Code”, and following an analysis of the Adams County Comprehensive Plan, municipal land use ordinances and plans, the Adams County Soil Survey, National Wetlands Inventory Maps, Federal Emergency Management Agency Flood Maps, applicable Historic Inventories and other pertinent reports and data, the Adams County Office of Planning and Development (ACOPD) offers the following review.

This review refers to the **Swope Manor** plan with plan date of **September 1, 2020** as submitted to this Office for review on **June 1, 2021**. If any significant changes to the plan are made, either initiated by the applicant or required by Gettysburg Borough, the revised plan including such changes must be submitted to this Office for review. Significant changes subject to further review include, but are not limited to, changes in lot lines, building placement, parking lot and loading area design, and landscaping design. Failure to submit significant changes to this Office for review prior to plan approval will result in this Office being unable to sign the plan for recording.

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**I. Introduction:** The submitted plan proposes the subdivision of an existing 0.26-acre nonresidential lot into one 3,724 sq ft lot and one 7,509 sq ft lot. One lot is to be used for a bed and breakfast and the other for a retail/apartment use.

**II. Site Design:** The Office of Planning and Development has reviewed the site design and related elements of the submitted plan and have no objections to the proposal.

**III. Zoning Ordinance Review:** The subject property is located in the Old Town (OT) District, the Streetscape Enhancement Overlay District, and the local Historic District. We have reviewed the submitted plan against applicable requirements of the Gettysburg Borough Zoning Ordinance and offer the following comments.

*A. Advisory Review:* Zoning compliance comments provided by the Adams County Office of Planning and Development are advisory only. The Gettysburg Borough Zoning Officer must be relied upon to confirm the interpretation and application of any standard in the Gettysburg Borough Zoning Ordinance.

*B. Section 27-604.2:* The minimum lot width requirement in the Old Town District is 20 ft. This should be listed in site data section instead of the currently notes 0 ft. lot width requirement

*C. Section 27-604.5:* The required rear yard should be listed as 5 ft. in the Site Data section and indicated on the site plan accordingly.

**IV. Subdivision and Land Development Ordinance Review:** We have reviewed the submitted plan against applicable requirements of the Gettysburg Borough Subdivision and Land Development Ordinance and the plan appears to comply with all applicable requirements.

cc. Chad Clabaugh, C.S. Davidson Inc., Gettysburg Borough Engineer  
Carly Marshall, Director of Planning, Zoning, and Code Enforcement